

Policy: Leasing Off-Campus Facilities
Responsible for Policy: Administration & Finance

Policy Number: G-20
Most recent approval date: July 2015

Policy Statement

Members of the Finger Lakes Community College administration shall be authorized to lease space when necessary to accommodate College functions and activities. FLCC administration shall ensure that lease arrangements comply with applicable law and protect the best interests of the College.

Reason for Policy

This policy states the procedures under which Finger Lakes Community College may lease off-campus facilities from third parties.

Applicability of the Policy

All College employees should be familiar with this policy.

Definitions

None

Related Documents

- FLCC Purchasing policy

Review date/action taken (requires Board of Trustees approval):

- May 2010: original approval date
- Fall 2012: no revisions
- July 2015: no revisions

Procedures

1. Requests for rented instructional space shall be submitted to the chair of the academic department requiring the space. Requests for meeting, activity or event space for other than instructional purposes shall be submitted to the appropriate division head.
2. Requests must be in writing and briefly describe the need for off-campus space, the proposed location or locations, and all associated costs.
3. Upon approval by the department chair or division head, the request shall be submitted to the Director of Business Services. The Director of Business Services will review the request to determine whether suitable on-campus facilities are available in lieu of leased off-campus space. If the Director of Business Services determines that off-campus facilities are reasonably necessary, s/he shall forward the request to the Vice President of Administration & Finance for consideration.
4. The Vice President of Administration & Finance will determine whether to approve requests for off-campus space based on the terms of the proposed arrangements, the stated need and available College resources. He or she shall ensure that the proposed arrangements comply with applicable College policies (including without limitation, to the extent applicable, the College’s Purchasing policies), and shall work with (a) the College Controller to determine and confirm the existence of appropriate types and levels of insurance coverage, and (b) College legal counsel as necessary to review and implement suitable contractual arrangements.

Forms/Online Processes

- None

Appendix

- None

Review date/action taken:

- May 2010: original effective date
- Fall 2012: no revisions
- July 2015: no revisions